



Job Posting

Position Title: EPIC TN Grant Manager

Reports To: Andrea Thorsbakken, talent improvement program manager, division of college, career and technical education

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

Provide daily oversight and coordination of all Experienced Professionals In the Classroom (EPIC) TN grant activities and responsibilities by planning and implementing grant action steps, monitoring, evaluating, and reporting progress toward grant goals, developing and monitoring subgrant awards (competitive and noncompetitive), and developing partnerships with secondary, postsecondary, and industry stakeholders.

Specific Position Responsibilities:

1. Provide facilitated leadership for overseeing the successful implementation of the grant including day-to-day operations, financial administration, and reporting requirements.
2. Monitor progress toward grant priorities and pilot programs to ensure the grant remains on target to meet its identified deliverables within the identified timeframe.
3. Research and disseminate effective strategies for district-EPP partnerships, recruitment and retention strategies, and alternative staffing models.
4. Develop resources and training materials and conduct trainings related to the grant priorities.
5. Evaluate impact of various policies and approaches that are promoted and piloted by the department, recommending continued action or modifications.
6. Ensure that grant partners, stakeholders, and sub-grantees meet program and reporting requirements.
7. Oversee financial administration of the grant, working with the office of finance and the office of accounting, budget and grants management in TDOE to ensure that the department meets and expends the grant award fully and correctly.
8. Assist in evaluating the fiscal administration and the program administration of the grant to ensure compliance.
9. Submit all required federal reports on time, ensuring that they are of high quality and are fully compliant.



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Qualifications:

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please email a cover letter, resume, and contact information for three professional references to Andrea.Thorsbakken@tn.gov. Applications are due by 4 p.m. CT on Feb. 12, 2018.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.